

External Visitor Policy

1. Opening Statement:

- 1.1 *Union Activities is committed to ensuring freedom of speech and expression however recognises that these freedoms are subject to limitations under the law, to protect the rights and freedoms of others. This policy sets out the way in which the rights and obligations associated with freedom of speech and expression operates at the University of Leicester and the University of Leicester Students' Union (ULSU).*
- 1.2 *If a Student Group (SG) breaks this policy, a full investigation will be carried out in line with the Student Group disciplinary procedure outlined in the Student Group Constitution and SU Complaint Procedure.*

2. Policy Scope

- 2.1 This code of conduct applies to all affiliated Student Groups (including Team Leicester) that fall under the jurisdiction of the University of Leicester Students' Union, Activities & Volunteering Department.
- 2.2 This policy does not form any part of the ULSU constitution and may be amended at any time. Prior notice will be given where possible, but it is not necessary.
- 2.3 This policy is in addition to the ULSU Student Group Constitution and any other policies and documents held by the University of Leicester Students' Union which make reference to Student Group Events & Room Bookings (including but not limited to the '[External Visitor Form](#)').

3. Aims of the Policy

- 3.1 To promote an awareness of how the Activities & Volunteering Department (the department) will ensure freedom of speech and expression within Student Group events.

4. General Guidance

- 4.1 The University of Leicester Students' Union defines an External Visitor as anyone who is not affiliated with the Students' Union or the University of Leicester but has been invited to attend a Student Group event, either as a guest speaker or contributor.
 - 4.1.1 Guest speaker = a visitor/'s whose purpose is to have a platform at your event to speak to your SG.
 - 4.1.2 Contributor = a visitor/'s who will be joining your event with your SG but whose purpose is not to have a platform to speak/provide views to the SG.
- 4.2 The University of Leicester will not suppress freedom to express controversial or unpopular views, provided that the expression of those views does not go beyond the articulation of points of view and does not constitute incitement to riot, insurrection, racial hatred, religious hatred, sexual harassment or other activities which are likely to cause a breach of the peace or public disorder or otherwise be unlawful.
- 4.3 Whilst upholding the principles of freedom to express potentially controversial or unpopular views, the SU and UOL will not permit its premises or resources to be used to promote or support extremism. Where there are concerns that an event or series of events might draw people into terrorism or activities against the law, it has the absolute authority not to allow the event to proceed.
- 4.4 In considering whether to allow the expression of potentially controversial or unpopular views, the SU shall also take account of its wider legal duties, in particular to have due regard to the need to do the following:
 - 4.4.1 Eliminate discrimination, harassment, victimisation and any other conduct that is against the law.
 - 4.4.2 Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - 4.4.3 Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
 - 4.4.4 The wellbeing, health & Safety of student populations
- 4.5 Where decisions are complex, the final decision to approve or to reject a speaker will rest with the Director of Membership Services.
- 4.6 The SU reserves the right that, where an event is allowed to proceed, speakers with extremist views can be challenged with opposing views as part of that same event. **The SU has the right and the power to regulate and, if necessary, to schedule meetings in advance, request risk assessment review, security provision, impose conditions or restrictions upon events and activities taking place on its premises.**

- 4.7 The SU shall take such steps as are reasonably practical, including, where appropriate, the initiation of disciplinary measures to secure compliance by groups or individuals with their obligations under this policy.
- 4.8 The External Speakers request form must be submitted by the committee **at least 4 weeks in advance** to allow enough time to put in place the necessary procedures.
- 4.9 All external visitors must return a signed confirmation letter on 'Equality Policy Statement' to Union Activities at least 48 hours prior to the external visitor visiting UOL. Alternatively, this can be submitted via the group's committee.**
- 4.10 In addition, any off-site event (i.e., one taking place away from the UOL's premises) held in the UOL's or SU's name or on its behalf must, as far as reasonably possible, be organised and managed in compliance with the principles underpinning this policy.
- 4.11 Gender segregation during student-led events is not permitted (unless it is during formal prayer sessions). Please keep this in mind when planning your events.
- 4.12 If the event is organised to be on-campus and with room booking, **your room booking may be on hold or cancelled** should your external visitor's request not be approved.